

DELAWARE JUDICIARY  
**SUPERIOR COURT OF DELAWARE**

**Casual/Seasonal Position**

Posting #SC0812N16

**Casual/Seasonal - Human Resources Dept.**

**Opening Date: 8/11/16**

**Closing Date: Open Continuous**

**Vacancy exists**

**Salary: \$20.00-25.00/hour (Based on experience)**

**Recruiting For: Superior Court of Delaware**

**Location: New Castle County Courthouse – City of Wilmington**

**Summary Statement:**

This position is responsible for performing para-professional HR work to support the administration of the human resources functions for Superior Court.

**Nature and Scope:**

Incumbent reports to the administrative superior and is responsible for carrying out a variety of complex technical activities in one or more functional areas of Human Resources. Work at this level involves the processing of human resource transactions primarily in the areas of pay, benefits and applicant services, but may also include other areas of Human Resources e.g., EEO/AA. The processing of pay transactions are primarily a result of salary adjustments due to changes in employee status, the hiring of new employees and preparation of supporting documents for payroll. The incumbent assures that all transactions are processed within mandated time constraints and departmental objectives. Responsibilities also include explaining benefit programs to employees regarding eligibility, options and requirements for benefits such as insurance, pension, workers compensation, FMLA, Short Term Disability and other human resource related programs.

The incumbent assists with Applicant Services; processing human resource transactions primarily for the filling of new or vacant positions, establishment of registers, review of employment applications for minimum qualifications, maintain certification lists and respond to questions from applicants, supervisors, managers, other state agencies and the public sector.

A significant aspect of this work involves application of judicial branch personnel rules, applying state/federal human resources program requirements, department/agency policies and procedures and coordinating the various programs that impact employees. Principal contacts are with employees, applicants, managers, supervisors, insurance companies, central agencies, and various other state and federal agencies for the research of records and files to obtain and explain information and resolve discrepancies.

**Essential Functions:**

- Review and prepare all human resources transactions for accuracy and compliance with judicial branch rules, federal/state guidelines and departmental procedures.
- Provide information and guidance to employees, applicants, supervisors, and managers in areas of assigned human resources responsibilities regarding the processes, procedures and program requirements.

- Research and resolve a myriad of problems associated with employee and applicant circumstances.
- Prepare memos, letters, reports and general correspondence in support of human resources activities.
- Represent department/agency at human resources meetings and job fairs.
- May provide technical assistance, training, and education to employees on relevant issues.
- Must be able to travel to Kent and Sussex Counties when necessary.
- Other duties as assigned by the Court Administrator.

**Preferential Qualifications:** Applicants currently having access to and proficiency in all three components of PHRST (HR, Benefits, Payroll) will receive preferential treatment or equivalent experience with PeopleSoft.

**Minimum Qualifications:**

1. One year experience in processing human resource transactions in areas such as pay, benefits, applicant services, labor relations or employment practices in accordance with laws, rules, regulations, policies and procedures; providing guidance and information to others; researching and resolving problems.
2. One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
3. Ability to communicate courteously and effectively, both verbally and in writing.

**CONDITIONS OF EMPLOYMENT:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**SUBMITTING YOUR APPLICATION:** Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an email attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us) (preferred method)
2. Fax your application to (302)255-2350, Attention: Human Resources
3. Mail your application to:

Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**ATTACHMENTS TO APPLICATIONS:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**ACCOMMODATIONS:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

## **The Delaware Judiciary – An Equal Opportunity and Affirmative Action Employer**